



# Donor Confidentiality

November 2015

ACLU of Ohio staff members will not disclose privileged or confidential information to unauthorized parties. Specifically:

1. ACLU of Ohio staff members do not discuss any information about prospective donors or donors outside the work environment, and they discuss it within the work environment only as appropriate.
2. ACLU of Ohio staff members honor and protect donors' rights to anonymity.
3. ACLU of Ohio staff members ensure that prospective donor and donor information is collected lawfully and presented factually.
4. ACLU of Ohio staff members balance the obligation of their organizations to collect, record, and make public information with the right of prospective donors and donors to privacy.
5. ACLU of Ohio staff members seek and record only information that is relevant to the fundraising efforts of the organization. Such information is accurately recorded in an objective and factual manner, and verified or attributable to its source.
6. ACLU of Ohio staff members ensure that the collection and use of information are done lawfully. Further, nonpublic information is the property of the ACLU and is not to be given to persons other than those who are involved with the cultivation or solicitation effort, or those who need that information in the performance of their ACLU duties.
7. ACLU of Ohio staff members ensure that information, including research, about prospective donors and donors are stored securely to prevent access by unauthorized persons.
8. ACLU of Ohio staff members give special protection to all giving records pertaining to anonymous donors. Those donors are informed of the organization's policies regarding access to such information, especially who is to have knowledge of the donor's identity.

9. ACLU of Ohio staff members are respectful of the fact that information about donors and prospective donors is the property of the ACLU and is not to be taken to another organization.
10. ACLU of Ohio staff members adhere to organizational policies defining who may authorize access to prospective donor and donor files and under what conditions.
11. Consistent with applicable law, ACLU of Ohio staff members adhere to organizational policies defining whether and in what manner to make public information regarding contributions.